BLACKBOARD CONNECT – SENDING ALERT MESSAGES

Updated 2/20/13

1. Go to the web site https://www.blackboardconnect.com

Sign In with your email address and your Blackboard Connect password.

Note: Click Activate Safe Mode if you are practicing.



2. Hover over 'Send a Message' and select the EMERGENCY option

Blackboard connect. ⁹		Behind the Blackboard GROSSMONT-CU	YAMACA COMMUNITY C Debbi Smith 🔺
Home Message Center Recipier	nts Reports	Admin	Send a Message))
Announcements Connect 5.4 Update: We've added some new tools and features that make it even easier to send targeted and relevant messages to your community. The newest release includes: • MyConnect – the new smartphone app and ondra for your recipients	February (Messages S	Mark up to 10 of your favorite templates to display here. Mark your favorites 🖈	Emergency Outreach
Support for CMAS and EAS Support for international postal addresses Geomapping enhancements Download MyConnect for iOS or Android.	Bad Numbe		ີ່ອ ^{າ)} Survey

3. Enter a Title, then click on the **To...** button

Send a Me	ssage	Cancel	Save as Draft
Message Type	Emergency 💌		
Title	Emergency Alert from GCCCD		
То			
Add Languages			

- 4. Select the contacts you wish to send the message to:
 - If you want to send to **only Faculty & Staff**, select Type + plus sign and check the Staff box
 - If you want to send to **only Students**, select Group + plus sign and check the Student box
 - Otherwise, leave the Type selection as All

🛨 Site	All	
🗖 Туре		close
🔁 🗹 All		
Prospect		
🔁 🔲 Student		
👝 🔲 Faculty		
Staff		
🖪 🗌 Other		

- If you want to send to **only Cuyamaca**, select Group + plus sign and check the CC box
- If you want to send to **only Grossmont**, select Group + plus sign and check the GC box
- Otherwise, leave the Group selection as All

🛨 Site	All	
🚹 Туре	All	
🛨 Status	All	
🚹 Language	All	
Group		close
Blackboard GC GC V	Connect Users	

5. Now check the Select all box, and click Done

🛨 Site	All
🛨 Туре	All
🛨 Status	All
🛨 Language	All
🛨 Group	All
🚼 Gender	All
🔁 Country	All
🔁 Мар	All
Name	✓ starts with ✓
	79162 contacts found. 79162 selected 🔽 Select all
	Cancel Review Selections Done

The **To...** box will be filled in:

Send a Me	Cancel Save as D	
Message Type	Emergency 💌	
Title	Emergency Alert from GCCCD	
То	Recipients ×	



6. To send a TEXT message, click the SMS icon

under Delivery Modes Note: the number underneath the icon is the number of recipients for that delivery mode

Either Insert a Script or type the text to be sent:

No. No. No. No. No. Transport Trade1 Soudon 0 0 0 0 0 0 Text No. (*) Help your Recipients identify your message by placing the name of your Institution in your text message. This is (NAME and TITLE) with an important message from Grossmont-Cuyamaca Community College District. (ROAD NAME) is closed due to construction. Use alternate route. -6 Characters remaining	Delivery Modes									
Text (•) Help your Recipients identify your message by placing the name of your Institution in your text message. This is (NAME and TITLE) with an important message from Grossmont-Cuyamaca Community College District. (ROAD NAME) is closed due to construction. Use alternate route. -6 Characters remaining		77892	77461	%) 50460	0	e f)	0		
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-6 Characters remaining										
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-o Characters remaining	This is (NAME a College Distric	and TITLE) st. (ROAD 1	with an NAME) is	important closed du	t message le to con	from Gros struction	ssmont-Cu . Use alt	ayamaca Co cernate ro	ommunity oute.	
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Copy from Mode 👻 Insert Script 💌 Save Script	This is (NAME a College Distric	and TITLE)	with an NAME) is	important closed du	t message le to con	from Gros	ssmont-Cu . Use alt	ayamaca Co cernate ro -6 Cho	ommunity oute. aracters remai	∧ ∨ ning

Make sure you have the right time zone selected and check either Now to send immediately or select a date and time (click Add Selected Date for this option). Then click Next.

Hme ∠one	(GMT-08:00) Pacific Time (US & Canada)	•		
When	 Now ● Later Select a date: 20 Feb 2013 02:15 PM Mo Dates Selected. Please add a date. 	Add Selected Date		
		Can	icel Save as Draft	Next

7. Then send the message through other Delivery Modes:



Add Audio and/or Text if desired.

Make sure you have the right time zone selected and check either **Now** to send immediately or select a date and time (click Add Selected Date for this option). Then click **Next**.

Phone				
CallerId	GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRIC 619-644-7585	-		
Delivery Options	TTY Call phones one time only			
			Add Audio (1/2) Add Text (1/2)	